

Office Work Area Requirements

Agency: DHHS Department: Location:		Contact Person: Telephone: Email:				Creation Date: Revised Date:				
					Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150		x	1	150		1	150	County Director 17
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80	64	x	5	320		5	320	(2)FC Supervisors (1)CRC (1)AP Supervisor (1)CPS Supervisor
Professionals, Technicians	Open Office	80	64	x	18	1,152		18	1,152	(1) Exec. Secretary, (3) GOA, (1)NFIS, (1)Vacant, (9)ES, (1)Bridges, (2)MRS
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	3	144		3	144	3 Potential Interns fall & winter months
Hotelling Space	Shared Open Office	20	35	x	4	140		4	140	(5)Foster Care, (1) Adult Services, (5) CPS
					Total Current Work Area Requirements Staff 31 Area 1,906		Total Future Work Area Requirements Staff 31 Area 1,906			

Special Support Area Requirements

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						Space Needs		
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	400	x	N/A	1	400	2 windows to the lobby
Service Counter/Waiting Area		N/A	600	x	N/A	1	600	2 kiosks, MFU, 20 clients/visitors
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	3	360	
Public Access Toilet Facilities		80		x	N/A	2	160	(2) unisex restrooms with baby changing table
TOTAL PUBLIC USE SPACE:						1,520		
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	0	1	800	All staff meeting, large group training
Conference (10-12 Person)		225	N/A	x			0	
Conference (6-8 Person)		150	N/A	x	1		150	
Conference (2-4 Person)		100	N/A	x	2		200	Teaming Rooms
Storage Area		120	150	x	1		150	Volunteer items include donated clothes for children, diapers, blankets, laundry soap, household cleaning necessities, etc.
TOTAL CONFERENCE & MEETING SPACE:						1,300		
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100	400	x	0	1	400	Closed CPS/Child Welfare Files in secured area, all other filing in another area.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	2	72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	160		x	1		160	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	11		99	10 AP staff currently have two 5-drawer lateral files each
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:						997		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						3,817		

User Defined Area (Non-Standard Office Space)

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					Space Needs			
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
Parenting Time Room	One way mirror and audio	N/A	192	x	N/A	2	384	Parenting Time Rooms
Observation Room	One way mirror and audio	N/A	80	x	N/A	1	80	Located between Visitation rooms
Janitor's Closet	cleaning service/sink	N/A	150	x	N/A	1	150	janitor storage/slop sink required
Lactation Room		N/A	80	x	N/A	1	80	Closed room with locked door and electrical for nursing mothers
Employee Restrooms		N/A	150	x	N/A	2	300	male and female
TOTAL USER DEFINED AREA REQUIREMENTS:							994	

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DMB Project Number:					
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					
Enclosed Office		1	150	1	150
Open Office		30	1,756	30	1,756
TOTAL NET WORK AREA REQUIREMENTS:		31	1,906	31	1,906
				Space Needs	
Special Support Area Requirements				Area	
Public Use Area				1,520	
Conference & Meeting Area				1,300	
Special Use Area				997	
User Defined Area				994	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				4,811	
TOTAL NET OFFICE SPACE REQUIREMENTS:				6,717	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				9,596	Square Feet
Total Current Staff:				31	
Total Future Staff:				31	
Percent Growth:				0%	